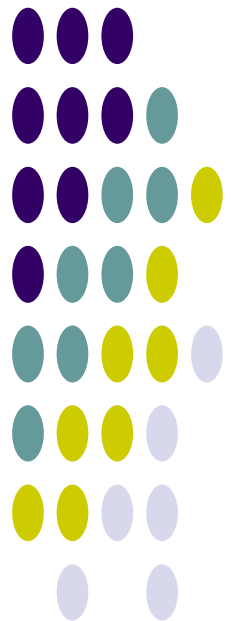


Process Flow Chart for: Short Plat Applications

Short Plats follow the Type II process. The Type II process includes review by the Technical Committee, with the Technical Committee as the decision maker. There is no public hearing requirement. A neighborhood meeting is highly recommended/encouraged by the City as part of the review process.





Denotes Action Point for Interested Parties



Denotes Applicant Action



Denotes City Action

Application Submitted

1st Technical Committee Review



Notice of Application Posted/Mailed



Neighborhood Meeting held

Technical Committee requests Additional Information from applicant, OR is ready to issue a decision on the application

If Additional Information is needed

Application resubmitted by applicant

2nd Technical Committee review

If Technical Committee is ready to issue a decision

Cycle repeats until Technical Committee is ready to issue a decision



Notice of Decision is mailed to Parties of Record



If appealed, Notice of Appeal Hearing Sent to Parties of Record



Appeal Hearing Held



Hearing Examiner issues decision on appeal



If Hearing Examiner's Decision on Appeal is appealed to the City Council, notice of Closed Record City Council Appeal Hearing is sent to all parties entitled to participate in hearing



Closed Record City Council Appeal Hearing Held



City Council issues decision on appeal



Notes on Participation Points 1-9

#1- Notice of Application for (completed within 14 days of application):

Sent to: Applicant, property owners and residents within 500 feet

Posted: On site, City Hall, Library, Internet.

Who May Participate? Any interested party may submit comments prior to decision to establish themselves as Party of Record. You must become a Party of Record to reserve right to appeal the Technical Committee's Decision. Although comments are accepted up until the decision is issued, submittal of comments during the 21 day comment period is encouraged to allow staff and/or the applicant to incorporate changes as early in the design process as possible.

#2-Neighborhood Meeting (notice sent 21 days in advance of meeting):

Sent to: Applicant, property owners and residents within 500 feet, as well as Parties of Record.

Posted: On site, City Hall, Library

Who May Participate? Any interested party may participate. Those who participate establish themselves as a Party of Record, but meeting attendance is not required to become a Party of Record if comments are submitted prior to decision being issued.

#3-Notice of Decision (sent the day of decision issuance):

Sent to: Applicant and Parties of Record

Posted: No posting on site

Can the decision be appealed? Yes, the Technical Committee decision may be appealed to the Hearing Examiner. However only the applicant and Parties of Record can appeal.

When must an appeal be submitted? Appeals must be submitted by 5:00 p.m. on the 14th day following the issuance of the decision.

#4-Notice of Hearing Examiner Appeal Hearing:

Sent to: Applicant and Parties of Record

Posted: No posting on site

#5- Hearing Examiner Appeal Hearing Held:

Who can participate? The appellant, the applicant and the City shall be designated parties to the appeal. Each party may participate in the appeal hearing by presenting testimony or calling witnesses to present testimony. Interested persons, groups, associations, or other entities who have not appealed may participate only if called by one of the parties to present information; provided, that the Examiner may allow non-parties to present relevant testimony if allowed under the Examiner's rules of procedure.

#6-Hearing Examiner issues decision on appeal:

When: The Decision is issued within 14 days after hearing

Who receives the decision? Applicant, appellant and anyone who participated in the hearing

Who can request reconsideration? Any person who participated in the hearing may file a request for reconsideration with the Hearing Examiner within 10 business days of the date of the Hearing Examiner's decision.

What if a Party of Record requests reconsideration? The Hearing Examiner shall act within 14 days after the filing of the request by either denying the request, issuing a revised decision, or calling for an additional public hearing.

Can the Hearing Examiner Decision on the appeal be appealed to City Council? Yes, the decision on the appeal may be appealed within 14 days following the expiration of the reconsideration period. Only the City, project applicant or any person who participated in the appeal hearing may appeal.

#7-Notice of City Council Closed Record Appeal Hearing:

Sent to: The applicant, appellant and/or representatives of these parties

Posted: No posting on site

#8-City Council Closed Record Appeal Hearing Held:

Who May Participate? The applicant, the appellant, the applicable department Director or representatives of these parties.

#9-City Council issues decision:

When: Typically within two weeks following the Closed Record Appeal Hearing.

Notice Sent To: Applicant, Appellant and/or their representatives

Appeal Provision: The final decision on the appeal is appealable to King County Superior Court within 21 days from issuance of Notice. To have standing to appeal, one must meet the criteria under the Land Use Petition Act (L.U.P.A.).